

**County of San Diego, Health and Human Services Agency (HHSa)
CalWORKs Program Guide Letter**

Family Stabilization – Revision of Policies and Procedures

Number

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Issue Date:

5/2/2015

Effective Date:

Upon Receipt

Purpose:

- To update existing Family Stabilization (FS) policies
- To inform staff of revisions made to the FS Processing Guides and Family Stabilization forms

Background:

As part of the Family Stabilization program implemented by Assembly Bill (AB) 74, San Diego County offers:

- [Homelessness Prevention Services](#) to supplement CalWORKs (CW) programs already addressing housing emergencies due to eviction and/or shut-off notices ([44-200.C](#))
- [Transportation Emergency Assistance](#) to provide limited help with essential repairs when the vehicle meets the criterion of [reasonable transportation](#) to and from WTW activities
- [Family Stabilization Referral Services](#) to available resources for participants and their family members

Policy Change:

- Effective immediately, Family Stabilization participants will no longer be subject to “The Minimum Compliance Period” requirements
- Overpayment claims for not complying with the “Minimum Compliance period” requirements will no longer be established
- Family Stabilization services may be requested by qualifying individuals when school truancy of children in the Assistance Unit (AU) is a destabilizing factor impacting their WTW participation ([ACL 15-22](#)).

Summary of Changes:

- The Minimum Compliance Period and Family Stabilization overpayment sections have been removed from CPG [10-007.A](#), [10-007.B](#) and [10-007.C](#).
- Form 27-370 HHSa E-SP FS Agreement (04/2014) is obsolete
- The process of evaluation and approval of Family Stabilization services in CPG 10-007.A-D is transferred from the Employment case Manager (ECM) to the Family Stabilization Coordinator (FCC) and the Family Stabilization Specialist (FSS)
- Processing Guides were revised as following:

Processing Guide	Updates Summary
10-007.A Family Stabilization Overview	Added: <ul style="list-style-type: none">• Eligibility and Employment Services staff's

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	<p>responsibilities to process Family Stabilization requests received at the FRC and/or ES sites</p> <ul style="list-style-type: none"> • FS Referrals and FS Specialist's functions • Modified Orientation and Appraisal for new participants requesting FS services • FS referrals for families affected by school truancy of child(ren) in the AU • Issuance of FS denial notices at the time action is taken • ES Management approval limits for FS payments • Revised fiscal procedure (FS providers are no longer added in CalWIN) <p>Removed:</p> <ul style="list-style-type: none"> • "Minimum Compliance Period" requirements and FS overpayment procedures (FS Agreement form 27-370 is obsolete) • Requirement that vehicle repair cannot exceed vehicle's value
10-007.B Homelessness Prevention Services (HPS)	<ul style="list-style-type: none"> • Referral to the FRC for evaluation of Homeless Assistance (HA) eligibility prior to HPS approval
10-007.C Transportation Emergency Assistance (TEA)	<ul style="list-style-type: none"> • Participant's responsibility to meet <u>all</u> requirements and conditions imposed by the TEA service providers • TEA eligibility when multiple vehicles are registered under the participant's name
10-007.D Family Stabilization Referral Services (FSRS)	FS Coordinator and FS Specialist's functions and their sequencing
CPG 10-007 Family Stabilization Q&As	County's answers to Family Stabilization questions submitted by ES Contractors.

Impacts: None anticipated to other programs

Automation: No anticipated impact

Forms and Document Capture:

- Form 27-370 HHSA E-SP FS Agreement (04/2014) is obsolete
- Family Stabilization Plan (FS2) has been revised

Programs Affected: Welfare-To-Work and Refugee Employment Services

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Quality Control: QC will cite the appropriate error on any case that does not comply with the requirements outlined in this material.

References:

- [Senate Bill \(SB\) 855](#)
- [Assembly Bill \(AB\) 74](#)
- [Welfare & Institutions Code \(WIC\) section 11325.24](#)
- [Welfare & Institutions Code 15204.2](#)
- All County Letters:
 - [ACL 14-61](#)
 - [ACL 14-12](#)
 - [ACL 15-22](#)

Sunset Date:

This policy will be reviewed for continuance by 5/2/2018

Approval for Release:

Handwritten signature in blue ink, followed by the date "5-13-15".

Rick Wanne, Director
Eligibility Operations